

Lotus knows.

Smarter software for a Smarter Planet.

BP302 IBM Lotus Notes and Me: Maximizing Personal Productivity with Lotus Notes

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Agenda

- Personal Productivity and High Performance Knowledge Work
- The Productivity Equation
- Lotus® Notes® as a Productivity Tool
- Five things you can do to become more productive with Lotus Notes
- Taking Lotus Notes to the next level
- Q & A

Speaker Bio: Eric Mack, MKM

- Founder, ICA (Information, Communication, Action)
- 25+ Years experience consulting in Information Management and Technology
 - Messaging
 - Collaboration
 - Information and Personal Knowledge Management (PKM)
- eProductivity Specialist:

I show people how to become high performance knowledge workers by using *Information*, *Communication*, and *Action* tools and technologies to get things done.
- Creator of eProductivity, a GTD® implementation tool for Lotus Notes
- I've been Using Lotus Notes since 1993; it's the company standard

Key Points

- When tools become “personal,” productivity increases
- By thinking differently about your work and the tools you use, you can become more productive.
- Lotus Notes can be a powerful tool for personal productivity.
- When personal productivity increases, so does the productivity of the workgroup and the organization.

The Productivity Equation

Productive value = **knowledge x methodology
x technology**

Question: How do you balance the equation?

Demonstration

Lotus Notes as a productivity tool

Demonstration

Five things you can do with Lotus Notes to become more productive

Demonstration

Taking Lotus Notes to the next level

Q&A / Discussion

Summary

Additional Information

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To receive a copy of key slides with additional screen shots and a list of helpful resources, please leave me your business card.

Please remember to fill out your evaluations!

Thank You!

Additional Resources

Related Sessions

- BF502: Getting Things Done with Lotus Notes
 - 5:45 PM Wednesday Macaw 1 (Swan)
- SPN101 A day in the live of Today's Mobile Professional
- ID618 Lotus + BlackBerry = Enterprise Mobility

Web Sites

- www.NotesOnProductivity.com
- www.DavidCo.com

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